

## LEGISLATIVE AND LEGAL

Use this category for material dealing with legislation of interest to the Agency; cooperative agreements with other agencies, States, countries, or other parties; legal opinions, and determinations made pursuant to legislation; relations with the Congress and its committees, and congressional hearings and investigations relating to Agency activities (exclusive of hearings on Agency budget); development and preparation of regulations and dockets; and similar subjects of a legal nature.

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### ***DISPOSAL AUTHORITY NCI-310-77-2***

#### **\* Retention Period \***

#### **LEG LEGISLATIVE AND LEGAL**

Material too broad to file in secondaries below.

**(item 159a)**

**Originating office:**

Destroy when 3 years old.

**(item 159b)**

**All other offices:**

Destroy when 2 years old.

#### **LEG 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject or policy and cross-reference to appropriate subject category.

**(item 160a)**

**Originating office:**

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

**(item 160b)**

**All other offices:**

Destroy when superseded or obsolete.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**\* Retention Period \***

**LEG 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Case file special or recurring reports as needed.

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**b.** Agency copy of above reports.

**c.** All other reports.

**(item 161a)**

**Originating office:**

Retire to FRC when 10 years old. Destroy when 20 years old.

**(item 161b)**

**All other offices:**

Destroy when no longer needed for reference but no longer than 3 years.

**(item 162a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 162b)**

**All other offices:**

Destroy when 2 years old.

**(item 163a)**

**Originating office:**

Destroy when 2 years old.

**(item 163b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**LEG 3 COMMITTEES, MEETINGS**

Committees and meetings relating to administrative activities and functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span of folder.

**(item 164a)**

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a)]+**

**(item 164b)**

**All other offices:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a)]+**

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes record materials on committees chaired by legislative representatives responsible for carrying out assignments.

**(item 165a)**

**Originating office:**

Retire to FRC when 10 years old. Destroy when 20 years old.

**(item 165b)**

**All other offices:**

Destroy when 2 years old.

**EXCEPT:** Program committees or meetings which should be filed under the specific program category.

**LEG 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

**(item 166a)**

**Originating office:**

Destroy when 1 year old.

**(item 166b)**

**All other offices:**

Destroy when 1 year old.

**LEG 4 COOPERATION**

General correspondence relating to cooperative interagency and interagency relations, including transactions with foreign countries.

**(item 167a)**

**Originating office:**

Destroy when 3 years old.

**(item 167b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**LEG 4-1 Cooperative Agreements**

Memorandums of Understanding and Cooperative Agreements reflecting cooperation with other Federal agencies, foreign governments, and private companies. Case file as necessary.

(item 168a[1])

**Originating office:**

**MICROFILM COPY:**

Destroy in Agency 5 years after declared obsolete.

Destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463-83-2**)]+.

(item 168b[1])

**All other offices:**

**MICROFILM COPY:**

Destroy in Agency when superseded or obsolete.

+[(**Disp. Auth. NC1-463-2**)]+.

(item 168a[2])

**Originating office:**

**PAPER COPY (if not**

**filmed)**: Destroy 5 years

after superseded or

terminated. +[(**Disp. Auth.**

**NC1-463-83-2**)]+.

**\* Retention Period \***

**LEG 4-2** Federal-State Relations

Cooperative Agreements, amendments, and Memorandums of Understanding relating to programs conducted in cooperation with the State governments.

**EXCEPT:** Survey evaluations, reviews, and other material relating to specific subjects or cases. See appropriate subject.

(item 169a[1])

**Originating office:**

**MICROFILM COPY:**

Destroy in Agency 5 years after declared obsolete.

Destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463- 83-2**)]+.

(item 169b[1])

**All other offices:**

**MICROFILM COPY:**

Destroy when superseded or obsolete. +[(**Disp. Auth. NC1-463- 83-2**)]+.

(item 169b[2])

**All other offices:**

**PAPER COPY:** Destroy when superseded or obsolete. +[(**Disp. Auth. NC1-463- 83-2**)]+

**\* Retention Period \***

**LEG 5 LAWS AND REGULATIONS**

General material on laws and regulations.

**(item 172a)**

**Originating office:**

Destroy when 3 years old.

**(item 172b)**

**All other offices:**

Destroy when 2 years old.

Development of proposed laws and regulations, and revisions thereto, not relating to specific Agency programs. Includes copy of final enacted law or promulgated regulations, as applicable.

**(item 170a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old.

Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 170b)**

**All other offices:**

Destroy when superseded or obsolete.

Copies of laws and regulations relating to Agency programs.

**(item 171a)**

**Originating office:**

Destroy 2 years after superseded or obsolete.

**NOTE:** File laws and regulations for specific programs under the appropriate primary subject.

**(item 171b)**

**All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**LEG 5-1 Hearings**

Case file of hearings and material related to quasi-judicial proceedings involving testimony and arguments which are concerned with proposed or existing legislation, executive orders, Agency regulations, rules, and the like.

**a.** Case files of hearings that have precedential significance or were especially widely publicized.

**(item 173a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Offer to NARA when 15 years old.

**(item 173b)**

**All other offices:**

Destroy when 3 years old.

**b.** Case files of all other subjects.

**(item 173-1a)**

**Originating office:**

Retire to FRC when 10 years old. Destroy when 20 years old.

**(item 173-1b)**

**All other offices:**

Destroy when 3 years old.

**LEG 5-2 Dockets**

General material on dockets for publication in the Federal Register. Includes clearances and supporting material.

**(item 174a)**

**Originating office:**

Destroy when 6 years old.

**(item 174b)**

**All other offices:**

Destroy when 3 years old.

Official docket folders, including copy of regulation published in Federal Register and other essential documentation.

**(item 175a)**

**Originating office:**

Retire to FRC when 6 years old. Destroy when 20 years old.

**(item 175b)**

**All other offices:**

Destroy when 3 years old.

**\* Retention Period \***

**LEG 5-3 Legal Opinions**

Legal opinions and decisions on laws, regulations, and executive orders. If necessary, case file by source, such as Attorney General, General Counsel, and Comptroller General decisions.

**(item 176a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 176b)**

**All other offices:**

Destroy when 2 years old.

**LEG 5-4 Constraints**

Includes material on external and internal constraints. Cross-reference to appropriate subject, if necessary.

**(item 177a)**

**Originating office:**

Retire to FRC when 10 years old. Destroy when 15 years old.

**(item 177b)**

**All other offices:**

Destroy when 2 years old.

**LEG 7 CONGRESSIONAL CORRESPONDENCE**

Material on, and correspondence with the Congress, both committees and individual members, involving statements of policy and explanation of policy decisions, administrative action, and special research and compilation. Subdivide, if necessary, by name of Committee or member of Congress. Includes replies to congressional requests for pamphlets. Indicate on the white copy the file code under which the yellow copy is filed.

**(item 178a)**

**Originating office:**

Destroy when 5 years old.

**(item 178b)**

**All other offices:**

Destroy when 2 years old.

Set up separate folders if needed by name of committee or member of Congress.



**\* Retention Period \***

**LEG 7** *(continued)*

File white copy of correspondence with the Congress (individual members of the House or Senate), including committees here.

File the yellow copy of the correspondence, with attached incoming congressional correspondence, by the subject involved.

**LEG 8 PATENT APPLICATIONS**

Material on patent applications, Form OGC-3(7-75) on invention reporting and ownership, combined declaration for patent application and power of attorney, description of device, correspondence, and examiners; action Form PTOL- 326 (Rev. 9-89). Material should include the entire patent application.

Case file by patent number or inventor's name.

**(item 3004a)**

**Originating office:**

Patent applications should be destroyed 3 years after notification is received from the Patent and Trademark Office or when the file is no longer needed, whichever is longer.

**(item 3004b)**

**All other offices:**

Patent applications should be destroyed 3 years after notification is received from the Patent and Trademark Office or when the file is no longer needed, whichever is longer.